

TRANSMITTAL SLIP		DATE
TO: <i>ES</i> <i>4</i>		
ROOM NO.	BUILDING	
REMARKS: <i>Handwritten</i> <i>Chris - file</i>		
FROM: <i>DDCF</i>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

CONFIDENTIAL

Exec	Registry
XO-8260	

17 November 1980

MEMORANDUM FOR: See Distribution

FROM : Deputy Director of Central Intelligence

SUBJECT : Handling of Sensitive Information

1. It has come to the attention of the offices of the DCI and DDCI that certain particularly sensitive information, including documents on DDS&T special projects, is not being handled correctly in the DCI Area with respect to good record keeping and security practices. Certain sensitive documents are being handcarried directly to the DCI or DDCI offices thereby completely bypassing the Executive Registry.

2. The Executive Registry acts as the sole record keeping arm of the DCI and DDCI's offices. When this arm is bypassed, the record keeping system cannot show whether such sensitive documents or projects have been seen, approved/disapproved, or given directed action by the DCI or DDCI. Furthermore, inappropriate handling can lead to unauthorized disclosure of sensitive projects. In order to amend the system the following action will be adhered to when handling particularly sensitive information.

a. Particularly sensitive items which are handcarried to the immediate offices of the DCI and DDCI will first be registered for control purposes through the Executive Registry.

b. If the particular office serving the handcarried sensitive material does not want a copy to be retained in the Executive Registry, it is requested that the action office concurrently provide the Executive Registry with a blind memorandum. This blind memorandum serves as a record showing the existence of the paper and any comment or decision made by the DCI or DDCI. The action office will become the office of record but the Executive Registry will have a trail to that particular office for future reference. A sample of a blind memo is attached.

c. In cases where applicable, the Executive Secretary, Chief and Deputy Chief of Executive Registry will be briefed on special projects in order to comply with secure handling of the sensitive documents.

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25X1

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3. These procedures were previously set forth in a memo on the same subject from the Executive Secretary dated 28 July 1978. They are again being distributed in order to remind each Deputy Director and Office Head of the correct procedures to be followed.

25X1



Frank C. Carlucci

Attachments:

- Blind Memorandum Sample
- Executive Secretary Memo, dated 28 July 1978

Distribution:

- Deputy Director for Resource Management
- Deputy Director for Collection Tasking
- Deputy Director for Administration
- Deputy Director for Operations
- Deputy Director for Science & Technology
- Deputy Director for National Foreign Assessment
- Director of Public Affairs
- Legislative Counsel
- General Counsel
- Comptroller
- Director, O/PPPM
- Director, EEO

O/DDCI  km (4Nov80)

25X1

Distribution:

- As above
- 1 - DCI
- 1 - DDCI
- 1 - ES
- 1 - AO/DCI
- 1 - ER

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S A M P L E

MEMORANDUM FOR : Director of Central Intelligence
VIA : Deputy Director of Central Intelligence
FROM : Deputy Director for Operations
SUBJECT : 25X1
ACTION REQUESTED : Review and Approve
* ACTION TAKEN : DCI approved...or DCI returned to DDO with comment
OFFICE OF RECORD : DDO

* To be recorded by SA/DCI or originator (in those cases where the DCI or DDCI personally hands the paper back to DD) and furnished Executive Registry.